



my.FSCJ.edu

FACULTY CENTER GUIDE

ACADEMY FOR TEACHING AND LEARNING

Edition 1

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"Maintaining Attendance," pg. 10

"Entering Grades," pg. 15

"Campus Solutions Help," pg. 20

FSCJ

Florida State College
at Jacksonville

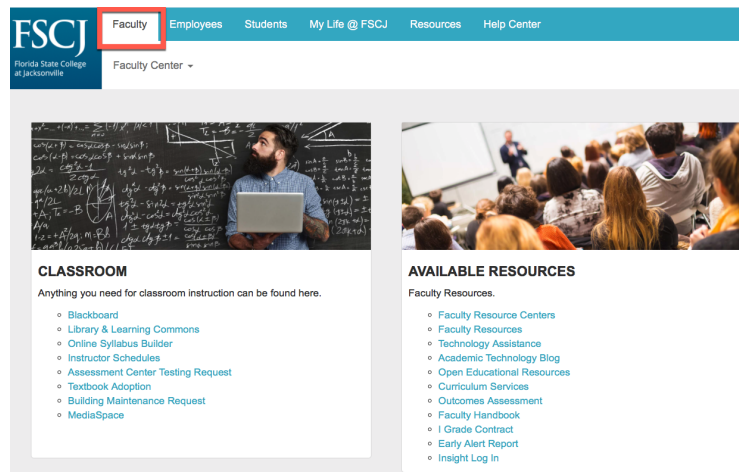
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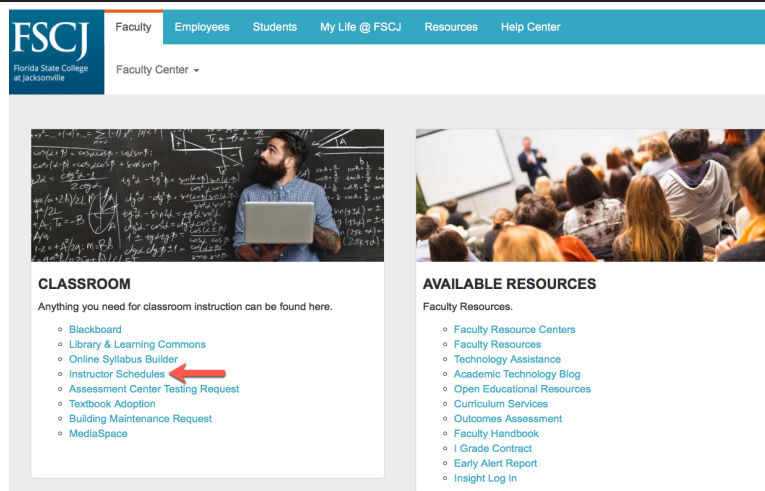
Viewing Class Schedule

Faculty members can view their class schedule in the Faculty Center.
In order to view the class schedule:

Step	Action
1.	<p>Begin by navigating to the Faculty Center.</p> <p>Log in to my.fscj.edu with your user name and password.</p> <p>Click the Faculty Tab.</p>



Step	Action
2.	<p>Click the Instructor Schedules.</p> <p>The class schedule defaults to the term that you selected when you last clicked on Class Schedule. If you want to select a different term, click Change Term.</p>



My Schedule

Fall 2017 | FSCJ1











 [change term](#)

[My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster  Learning Management

My Teaching Schedule > Fall 2017 > FSCJ1

Attendance Roster	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	 ENC 1101-52 (3234)	ENGLISH COMPOSTN I 2 (Lecture)		TuTh 12:30PM - 1:45PM	KENT BLDG B ROOM 0209A	Aug 28, 2017- Dec 9, 2017
	 ENC 1101-58 (3361)	ENGLISH COMPOSTN I 0 (Lecture)		TuTh 8:00AM - 9:20AM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017
	 ENC 1101-63 (3391)	ENGLISH COMPOSTN I 0 (Lecture)		MoWe 9:30AM - 11:20AM	TBA	Sep 18, 2017- Dec 9, 2017
	 ENC 1101-66 (3394)	ENGLISH COMPOSTN I 0 (Lecture)		MoWe 8:00AM - 9:15AM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017
	  ENC 1102-34 (4168)	WRITING ABOUT TEXTS (Lecture)	3	TuTh 2:00PM - 3:15PM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017
	  LIT 2000-6 (2966)	LIT IN HUMANITIES (Lecture)	3	MoWe 12:30PM - 1:45PM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017

[View Weekly Teaching Schedule](#) [Go to top](#)

Step	Action
3.	To only show classes that have enrollment, click Show Enrolled Classes Only .

My Schedule

Fall 2017 | FSCJ1








[change term](#)

[My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster  Learning Management

My Teaching Schedule > Fall 2017 > FSCJ1

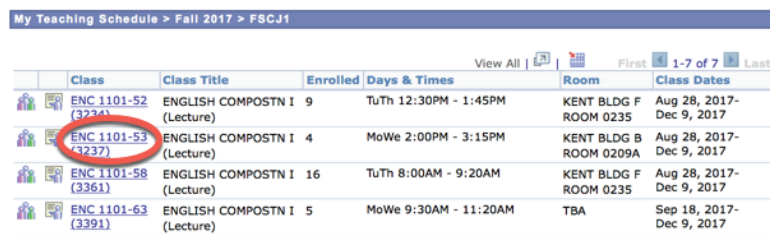
Attendance Roster	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	 ENC 1101-52 (3234)	ENGLISH COMPOSTN I 2 (Lecture)		TuTh 12:30PM - 1:45PM	KENT BLDG B ROOM 0209A	Aug 28, 2017- Dec 9, 2017
	  ENC 1102-34 (4168)	WRITING ABOUT TEXTS (Lecture)	3	TuTh 2:00PM - 3:15PM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017
	  LIT 2000-6 (2966)	LIT IN HUMANITIES (Lecture)	3	MoWe 12:30PM - 1:45PM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017

[View Weekly Teaching Schedule](#) [Go to top](#)

Notes about the Class Roster:

My Exam Schedule: If you have a final exam encoded for your class on a date that is separate from the normal class meeting times, you can view it by clicking the “My Exam Schedule” link at the top right. An exam time will populate here, only if you have requested to have the exam encoded during a time and day that is separate from your normal class meeting time.

Class Hyperlink: When you click on the class number hyperlink you will find details about the class.



The screenshot shows a table titled "My Teaching Schedule > Fall 2017 > FSCJ1". The table has columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. The second row, representing class ENC 1101-53 (3237), is circled in red. The table also includes navigation options like "View All", "First", "1-7 of 7", and "Last".

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ENC 1101-52 (3224)	ENGLISH COMPOSTN I (Lecture)	9	TuTh 12:30PM - 1:45PM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017
ENC 1101-53 (3237)	ENGLISH COMPOSTN I (Lecture)	4	MoWe 2:00PM - 3:15PM	KENT BLDG B ROOM 0209A	Aug 28, 2017- Dec 9, 2017
ENC 1101-58 (3361)	ENGLISH COMPOSTN I (Lecture)	16	TuTh 8:00AM - 9:20AM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017
ENC 1101-63 (3391)	ENGLISH COMPOSTN I (Lecture)	5	MoWe 9:30AM - 11:20AM	TBA	Sep 18, 2017- Dec 9, 2017

Class Details: The Class Details area includes the class number (which is similar to the reference number), the class session, and units (which are the number of credit hours). You can also see the instruction mode (such as classroom instruction or online) and class component (such as lecture or lab). You can also see other details such as the class dates, how the class is graded, and the location of the class.

Meeting Information: In the Meeting Information area, you see when and where the class meets.

Enrollment Information: The Enrollment Information area tells you if there are any pre-requisites or co-requisites for the course, and whether the class has any class attributes.

Class Availability: The Class Availability area gives you the class capacity (which is the number of students the class can accept), the Enrollment Total (which is the number who have actually enrolled), and how many seats are still available. We are not currently using the Waitlist functionality, but there are plans to use it in the future.

Description: The Description area provides the course description.

ENC 1101 - 169 English Composition I

FSCJ1 | Fall 2017 | Lecture

Class Details			
Status	● Open	Course ID	109288
Class Number	6449	Offer Nbr	1
Session	B12	Career	College Credit
Units	3 units	Dates	9/18/2017 - 12/9/2017
Instruction Mode	Non-Enrollment Section	Grading	Traditional A-F
Class Components	Lecture Required	Location	Downtown Campus
		Campus	Downtown Campus

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
TBA	DOWNTOWN BLDG A ROOM 2064		09/18/2017 - 12/09/2017

Enrollment Information	
Add Consent	Department Consent Required
Enrollment Requirements	Must qualify to enroll in ENC 1101 or must have taken ENC 1101 or ENC 1101C.

Class Availability			
Class Capacity	22	Wait List Capacity	0
Enrollment Total	5	Wait List Total	0
Available Seats	17		

Notes	
Class Notes	This is a hybrid section of this course and is a blend of online and on-campus instruction. The class will meet at the campus and days noted on the MyFSCJ schedule. The remainder of the class is online and must be accessed in Blackboard through MyFSCJ. Students must have stable internet access.

Description	
	This course embodies the fundamentals of effective expression with emphasis on the various forms of expository writing, logical and imaginative thinking, and reading for understanding. The course provides instruction in sentence structure, diction, organization of short essays, correct usage of standard American English documentation skills and writing with sources. This course includes reading and writing competencies.

Textbook/Other Materials	
	Course Materials

[Return to Faculty Center](#)

Textbooks: After an instructor completes the textbook adoption process through eFollet, then their textbooks will display in the Textbook/Other Materials area.

Return to Faculty Center Link: To get back to the Faculty Center page, you should click the "Return to Faculty Center" link, rather than hitting the back button. (Hitting back on your browser can sometimes lead you to the wrong screen).

Viewing Class Roster

Faculty members can view their class roster in the Faculty Center. The Class Roster is only made available once the class has at least one student enrolled.

In order to view the class roster:

Step	Action
1.	<p>Begin by navigating to the Faculty Center.</p> <p>Log in to my.fscj.edu with your user name and password.</p> <p>Click the Faculty Tab -> Instructor Schedules.</p>

FSCJ Florida State College at Jacksonville

Faculty Center

CLASSROOM
Anything you need for classroom instruction can be found here.

- Blackboard
- Library & Learning Commons
- Online Syllabus Builder
- Instructor Schedules**
- Assessment Center Testing Request
- Textbook Adoption
- Building Maintenance Request
- MediaSpace

AVAILABLE RESOURCES
Faculty Resources.

- Faculty Resource Centers
- Faculty Resources
- Technology Assistance
- Academic Technology Blog
- Open Educational Resources
- Curriculum Services
- Outcomes Assessment
- Faculty Handbook
- I Grade Contract
- Early Alert Report
- Insight Log In

Step	Action
2.	Click the Class Roster Icon next to the course that you want.

My Teaching Schedule > Fall 2017 > FSCJ1

View All | 1-6 of 6 | Last

Attendance Roster	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ENC 1101-52 (3234)	ENGLISH COMPOSTN I 2 (Lecture)		TuTh 12:30PM - 1:45PM	KENT BLDG B ROOM 0209A	Aug 28, 2017- Dec 9, 2017
	ENC 1101-58 (3361)	ENGLISH COMPOSTN I 0 (Lecture)		TuTh 8:00AM - 9:20AM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017
	ENC 1101-63 (3391)	ENGLISH COMPOSTN I 0 (Lecture)		MoWe 9:30AM - 11:20AM	TBA	Sep 18, 2017- Dec 9, 2017
	ENC 1101-66 (3394)	ENGLISH COMPOSTN I 0 (Lecture)		MoWe 8:00AM - 9:15AM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017
✓	ENC 1102-34 (4168)	WRITING ABOUT TEXTS (Lecture)	3	TuTh 2:00PM - 3:15PM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017
✓	LIT 2000-6 (2966)	LIT IN HUMANITIES (Lecture)	3	MoWe 12:30PM - 1:45PM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017

View Weekly Teaching Schedule | Go to top

Step	Action
3.	From the class roster, instructors can email their students by clicking the student's name, or checking the box next to the student's name and click "notify selected student." Alternatively, they can click "notify all students."

ENC 1101 - 169 (6449) change class

English Composition I (Lecture)

Days and Times	Room	Instructor	Dates
TBA	DOWNTOWN BLDG A ROOM 2064	Jimmie Barrett	09/18/2017 - 12/09/2017

*Enrollment Status: Enrolled

Enrollment Capacity 22 Enrolled 5

Enrolled Students							
	Notify	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>			Graded	3.00	Associate Degree - Computer Information Tech	Freshman
2	<input type="checkbox"/>			Graded	3.00	Associate Degree - Associate in Arts	Freshman
3	<input type="checkbox"/>			Graded	3.00	Associate Degree - Computer Information Tech	Freshman
4	<input type="checkbox"/>			Graded	3.00	Associate Degree - Associate in Arts	Freshman
5	<input type="checkbox"/>			Graded	3.00	Associate Degree - Associate in Arts	Freshman

Select All Clear All

notify selected students notify all students

Notes about the Class Roster:

Units: In PeopleSoft, the terminology for credit or clock hours is Units.

Program and Plan: In PeopleSoft, the terminology for Program of Study is Academic Plan.

ENC 1101 - 52 (3234) change class

English Composition I (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 12:30PM-1:45PM	KENT BLDG B ROOM 0209A	Ima Instructor	08/28/2017 - 12/09/2017

*Enrollment Status: Enrolled

Enrollment Capacity 22 Enrolled 2

Enrolled Students							
	Notify	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>	9999006	Student,Claire	Graded	3.00	Associate Deg-Non FA Eligible - IT Security	Freshman
2	<input type="checkbox"/>	9999004	Student,Susie	Graded	3.00	Associate Degree - Radiation Therapy	Freshman

Select All Clear All

notify selected students notify all students

Printer Friendly Version

Enrollment Status: In the Enrollment Status drop down box you can select "Dropped" to see the students who dropped without the penalty grade of W or can select "All" to see students who are enrolled, who dropped, and who are withdrawn (with the penalty grade of W).
 NOTE: Students who drop with penalty remain in the status of "Enrolled," but they also have a status note of "Withdrawn."

▼ **ENC 1102 - 24 (3728)** change class

Writing About Texts (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 9:30AM-10:50AM	KENT BLDG F ROOM 0235		01/08/2018 - 05/01/2018



*Enrollment Status

Enrollment Capacity 25 Enrolled 26 Dropped 8

01/23/2018 10:58:13AM

All Students									
	Notify	ID	Name	Grade Basis	Units	Program and Plan	Level	Status	Status Note
1	<input type="checkbox"/>			Graded	3.00	Associate Degree - Associate in Arts	Freshman	Enrolled	
2	<input type="checkbox"/>					Associate Degree - Associate in Arts	Freshman	Dropped	
3	<input type="checkbox"/>			Graded	3.00	Associate Degree - Associate in Arts	Freshman	Enrolled	
4	<input type="checkbox"/>			Graded	3.00	Associate Degree - Associate in Arts	Freshman	Enrolled	
5	<input type="checkbox"/>					Associate Degree - Associate in Arts	Freshman	Dropped	
6	<input type="checkbox"/>			Graded	3.00	Non-Degree - Dual Enrolled College Credit	Freshman	Enrolled	
7	<input type="checkbox"/>			Graded	3.00	Associate Degree - Associate in Arts	Sophomore	Enrolled	
8	<input type="checkbox"/>			Graded	3.00	Associate Degree - Associate in Arts	Freshman	Enrolled	
9	<input type="checkbox"/>			Graded	0.00	Associate Degree - Associate in Arts	Sophomore	Enrolled	Withdrawn

Maintaining Attendance

Faculty members can use the attendance roster to keep track of their students' daily attendance. In order to maintain the attendance roster:

Step	Action
1.	<p>Begin by navigating to the Faculty Center.</p> <p>Log in to my.fscj.edu with your user name and password.</p> <p>Click the Faculty Tab → Instructor Schedules.</p>

Step	Action
2.	Click the Attendance Roster Icon next to the course that you want.

My Teaching Schedule > Fall 2017 > FSCJ1

Attendance Roster	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ENC 1101-52 (3234)	ENGLISH COMPOSTN I 2 (Lecture)	2	TuTh 12:30PM - 1:45PM	KENT BLDG B ROOM 0209A	Aug 28, 2017- Dec 9, 2017
	ENC 1101-58 (3361)	ENGLISH COMPOSTN I 0 (Lecture)	0	TuTh 8:00AM - 9:20AM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017
	ENC 1101-63 (3391)	ENGLISH COMPOSTN I 0 (Lecture)	0	MoWe 9:30AM - 11:20AM	TBA	Sep 18, 2017- Dec 9, 2017
	ENC 1101-66 (3394)	ENGLISH COMPOSTN I 0 (Lecture)	0	MoWe 8:00AM - 9:15AM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017
	ENC 1102-34 (4168)	WRITING ABOUT TEXTS (Lecture)	3	TuTh 2:00PM - 3:15PM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017
	LIT 2000-6 (2956)	LIT IN HUMANITIES (Lecture)	3	MoWe 12:30PM - 1:45PM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017

View Weekly Teaching Schedule Go to top

Step	Action
3.	Each row represents a date for each class meeting. To view all of the rows associated with your class meetings. Click View All .

Attendance Roster By Class

Course ID: 106119 **Term:** Spring 2017
Course Name: MEDIA/CIVIC ENGMNT **Session:** Regular Academic Session
Subject / Catalog#: COM 4603 **Institution:** FSCJ1
Class Nbr: 1162 **Instructor:**
Class Section: 4000

 Populate from Student Enroll
 Attendance From Date: 01/09/2017
 Generate Class Mtg Attendance
 Attendance To Date: 05/05/2017

[Report Manager](#)

Create Attendance
 Update Attendance/All Students
 Update Attendance/Active Only

Student Attendance Roster			Personalize	Find	View All	First	1-5 of 34	Last
Template Nbr	Type	*Attendance Date	*From Time	*To Time	Contact Minutes	Override		
1	Class Meeting	01/10/2017	9:00AM	10:15AM	75	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	Class Meeting	01/12/2017	9:00AM	10:15AM	75	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
3	Class Meeting	01/17/2017	9:00AM	10:15AM	75	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
4	Class Meeting	01/19/2017	9:00AM	10:15AM	75	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
5	Class Meeting	01/24/2017	9:00AM	10:15AM	75	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Step	Action
4.	Click View on the row for the date that you want.

Attendance Roster By Class

Course ID: 106119 **Term:** Spring 2017
Course Name: MEDIA/CIVIC ENGMNT **Session:** Regular Academic Session
Subject / Catalog#: COM 4603 **Institution:** FSCJ1
Class Nbr: 1162 **Instructor:**
Class Section: 4000

 Populate from Student Enroll
 Attendance From Date: 01/09/2017
 Generate Class Mtg Attendance
 Attendance To Date: 05/05/2017

[Report Manager](#)

Create Attendance
 Update Attendance/All Students
 Update Attendance/Active Only

Student Attendance Roster			Personalize	Find	View All	First	1-5 of 34	Last
Template Nbr	Type	*Attendance Date	*From Time	*To Time	Contact Minutes	Override		
1	Class Meeting	01/10/2017	9:00AM	10:15AM	75	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	Class Meeting	01/12/2017	9:00AM	10:15AM	75	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
3	Class Meeting	01/17/2017	9:00AM	10:15AM	75	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
4	Class Meeting	01/19/2017	9:00AM	10:15AM	75	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
5	Class Meeting	01/24/2017	9:00AM	10:15AM	75	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Step	Action
5.	To mark a student as present, select Present in the dropdown box. To mark a student as absent, select Not Present in the dropdown box.

Class Attendance

Course ID: 106119 **Term:** Spr 2017
Course Name: MEDIA/CIVIC ENGMNT **Session:** Regular Academic Session
Subject / Catalog#: COM 4603 **Institution:** FSCJ1
Class Nbr: 1162 **Instructor:**
Class Section: 4000 **Career:** CRED

Template Nbr: 1 **Attendance Type:** Meeting **Attendance Date:** 01/10/2017

Student Attendance Roster							Personalize	Find	View All	First	1-2 of 2	Last
Enrolled	*Student ID	Name	*Academic Career	Present	Reason	From Time	Contact Minutes					
<input type="checkbox"/>	2978523	Roberts, Forrest	Credit	Not Present	Non-Attend			<input type="button" value="+"/>	<input type="button" value="-"/>			
<input checked="" type="checkbox"/>	<input type="text"/>	Young, Caleb Anthony	Credit	No Action Taken				<input type="button" value="+"/>	<input type="button" value="-"/>			

No Action Taken
 Not Present
 Present

- NOTE: Once the attendance roster is run on the first day of class, it is static and is not automatically updated even if a student adds or drops the class. You will know if a student is currently enrolled if they have a check mark in the Enrolled column. You can use the plus and minus icons to remove or add a student. Please note that students who are dropped for non-attendance may still appear on your attendance roster. For each class session, you can use the minus sign on the row next to their name to delete the student from your attendance roster.

Class Attendance

Course ID: 106119 Term: Spr 2017
 Course Name: MEDIA/CIVIC ENGMNT Session: Regular Academic Session
 Subject / Catalog#: COM 4603 Institution: FSCJ1
 Class Nbr: 1162 Instructor:
 Class Section: 4000 Career CRED

Template Nbr: 1 Attendance Type: Meeting Attendance Date: 01/10/2017

Student Attendance Roster Personalize | Find | View All | 63 | First 1-2 of 2 Last

Enrolled	*Student ID	Name	*Academic Career	Present	Reason	From Time	Contact Minutes
<input type="checkbox"/>	978523	Roberts, Forrest	Credit	Not Present	Non-Attend		+ -
<input checked="" type="checkbox"/>		Young, Caleb Anthony	Credit	No Action Taken			+ -

Save and Return Cancel

No Action Taken
Not Present
Present

Step	Action
6.	You have the option of entering a reason for the student's absence. Click on the Reason drop down box to select the Reason.

Class Attendance

Course ID: 106119 Term: Spr 2017
 Course Name: MEDIA/CIVIC ENGMNT Session: Regular Academic Session
 Subject / Catalog#: COM 4603 Institution: FSCJ1
 Class Nbr: 1162 Instructor:
 Class Section: 4000 Career CRED

Template Nbr: 3 Attendance Type: Meeting Attendance Date: 01/17/2017

Student Attendance Roster Personalize | Find | View All | 63 | First 1-2 of 2 Last

Enrolled	*Student ID	Name	*Academic Career	Present	Reason	From Time	Contact Minutes
<input type="checkbox"/>		Roberts	Credit	Not Present		9:00AM	75 + -
<input checked="" type="checkbox"/>		Young	Credit	Not Present			+ -

Save and Return Cancel

Dropped
Jury Duty
MakeUp
Maternity
Non-Attend
Other
Personal
Religious
Sick
Unexcused
Withdraw

NOTE: Selecting Dropped, Non-Attend, or Withdrew will not drop the student from the class.

Step	Action
7.	If you mark someone as Present, you have the option of entering the time that the student arrived and the time the student left class. Enter the From Time . Enter the To Time . Note: When you click into the Contact Minutes, this field will automatically update based on the From Time and To Time.

Class Attendance

Course ID: 106119 **Term:** Spr 2017
Course Name: MEDIA/CIVIC ENGMNT **Session:** Regular Academic Session
Subject / Catalog#: COM 4603 **Institution:** FSCJ1
Class Nbr: 1162 **Instructor:**
Class Section: 4000 **Career:** CRED

Template Nbr: 3 **Attendance Type:** Meeting **Attendance Date:** 01/17/2017

Student Attendance Roster									
Enrolled	*Student ID	Name	*Academic Career	Present	Reason	From Time	*To Time	Contact Minutes	
<input type="checkbox"/>		Roberts	Credit	Not Present		9:00AM		75	+ -
<input checked="" type="checkbox"/>		Young	Credit	Present		9:00AM	10:15AM	75	+ -

Step	Action
8.	Click Save and Return .

Class Attendance

Course ID: 106119 **Term:** Spr 2017
Course Name: MEDIA/CIVIC ENGMNT **Session:** Regular Academic Session
Subject / Catalog#: COM 4603 **Institution:** FSCJ1
Class Nbr: 1162 **Instructor:**
Class Section: 4000 **Career:** CRED

Template Nbr: 3 **Attendance Type:** Meeting **Attendance Date:** 01/17/2017

Student Attendance Roster									
Enrolled	*Student ID	Name	*Academic Career	Present	Reason	From Time	*To Time	Contact Minutes	
<input type="checkbox"/>		Roberts	Credit	Not Present		9:00AM		75	+ -
<input checked="" type="checkbox"/>		Young	Credit	Present		9:00AM	10:15AM	75	+ -

Additional Notes about the Attendance Roster

Online Classes: For online classes, only one class meeting initially populates the attendance roster. To add additional class meetings, follow the steps below:

1. Click the plus sign.

Attendance Roster By Class

Course ID: 100107 **Term:** Fall 2017
Course Name: AC/REFRIG THEORY I **Session:** Clock-Hour Session 154
Subject / Catalog#: ACR 0001 **Institution:** FSCJ1
Class Nbr: 5158 **Instructor:**
Class Section: 1

Populate from Student Enroll **Attendance From Date:** 08/28/2017
 Generate Class Mtg Attendance **Attendance To Date:** 12/12/2017

Create Attendance **Update Attendance/All Students** **Update Attendance/Active Only**

Student Attendance Roster									
	Template Mtg	Type	*Attendance Date	*From Time	*To Time	Contact Minutes	Override		
1	Create	Class Meeting	08/28/2017	7:30AM	11:30AM	240	<input type="checkbox"/>	+ -	

2. Select **Class Meeting** in the Type drop down, enter the **Attendance Date**, the **From Time** and **To Time**, and click the **Override** checkbox.

Course ID: 100107 Term: Fall 2017
 Course Name: AC/REFRIG THEORY I Session: Clock Hour Session 154
 Subject / Catalog#: ACR 0001 Institution: FSCJ1
 Class Nbr: 5158 Instructor:
 Class Section: 1

Populate from Student Enroll Attendance From Date: 08/28/2017
 Generate Class Mtg Attendance Attendance To Date: 12/12/2017

Create Attendance Update Attendance/All Students Update Attendance/Active Only

Template Nbr	Type	*Attendance Date	*From Time	*To Time	Contact Minutes	Override
1	Class Meeting	08/28/2017	7:30AM	11:30AM	240	
2	Class Meeting	08/04/2017	1:00PM	3:00PM		

3. Click **Create**. This creates the class meeting so that you can enter attendance as normal.

Course ID: 100107 Term: Fall 2017
 Course Name: AC/REFRIG THEORY I Session: Clock Hour Session 154
 Subject / Catalog#: ACR 0001 Institution: FSCJ1
 Class Nbr: 5158 Instructor:
 Class Section: 1

Populate from Student Enroll Attendance From Date: 08/28/2017
 Generate Class Mtg Attendance Attendance To Date: 12/12/2017

Create Attendance Update Attendance/All Students Update Attendance/Active Only

Template Nbr	Type	*Attendance Date	*From Time	*To Time	Contact Minutes	Override
1	Class Meeting	08/28/2017	7:30AM	11:30AM	240	
2	Class Meeting	08/04/2017	1:00PM	3:00PM		

Downloading: You can download each the attendance for each day to an excel file by clicking the Download icon. This puts the attendance information for that class meeting in an excel file.

Class Attendance

Course ID: 106119 Term: Spr 2017
 Course Name: MEDIA/CIVIC ENGMNT Session: Regular Academic Session
 Subject / Catalog#: COM 4603 Institution: FSCJ1
 Class Nbr: 1162 Instructor:
 Class Section: 4000 Career CRED

Template Nbr: 3 Attendance Type: Meeting Attendance Date: 01/17/2017

Enrolled	*Student ID	Name	*Academic Career	Present	Reason	From Time	*To Time	Contact Minutes
<input type="checkbox"/>		Roberts	Credit	Not Present		9:00AM		75
<input checked="" type="checkbox"/>		Young	Credit	Present		9:00AM	10:15AM	75

Entering Grades

Faculty members will use the grade roster to enter final grades. Grade rosters are generated the Friday before the end of the class unless requested or noted on the academic calendar, and faculty members have until the final grade window deadline to enter grades.

To enter grades on the grade roster:

Step	Action
1.	<p>Begin by navigating to the Faculty Center.</p> <p>Log in to my.fscj.edu with your user name and password.</p> <p>Click the Faculty Tab → Instructor Schedules.</p>

FSCJ Florida State College at Jacksonville

Faculty Center -

CLASSROOM
Anything you need for classroom instruction can be found here.

- Blackboard
- Library & Learning Commons
- Online Syllabus Builder
- Instructor Schedules**
- Assessment Center Testing Request
- Textbook Adoption
- Building Maintenance Request
- MediaSpace

AVAILABLE RESOURCES
Faculty Resources.

- Faculty Resource Centers
- Faculty Resources
- Technology Assistance
- Academic Technology Blog
- Open Educational Resources
- Curriculum Services
- Outcomes Assessment
- Faculty Handbook
- I Grade Contract
- Early Alert Report
- Insight Log In

Step	Action
2.	Click the Grade Roster Icon next to the course that you want.

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > Fall 2017 > FSCJ1

Attendance Roster	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ENC 1101-52 (3234)	ENGLISH COMPOSTN I 2 (Lecture)	2	TuTh 12:30PM - 1:45PM	KENT BLDG B ROOM 0209A	Aug 28, 2017- Dec 9, 2017
✓	ENC 1102-34 (4168)	WRITING ABOUT TEXTS (Lecture)	3	TuTh 2:00PM - 3:15PM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017
✓	LIT 2000-6 (2966)	LIT IN HUMANITIES (Lecture)	3	MoWe 12:30PM - 1:45PM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017

Note: The grade roster is static, and is not automatically updated. This means that if a student adds your class after the grade roster is generated, that student will not be on the grade roster. If you notice that a student needs to be added to or removed from your grade roster, submit a Help Desk ticket. The student's final grade must also be indicated in the Help Desk ticket so that it can be posted at the time of enrollment.

Step	Action
3.	Click the drop-down arrow in the Grade Roster column. Select the grade that you want to assign to the student.

Display Options:

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Not Reviewed save

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	Student, Claire	B		GRD	Associate Deg-Non FA Eligible - IT Security	Freshman
<input type="checkbox"/>	2	Student, Jonny	-		GRD	Technical Certificate - Paramedic	Freshman
<input type="checkbox"/>	3	Student, Susie	-		GRD	Associate Degree - Radiation Therapy	Freshman

View All | Download | Rows 1 - 3 of 3

Select All Clear All
Printer Friendly Version

-< add this grade to selected students

notify selected students
notify all students

SAVE

Alternatively, if you want to add the same grade to several students

1. Check the check boxes next to the names of those students.
2. Scroll to the bottom of the screen, and select the drop down box next to the button called **Add this grade to selected student**.
3. Choose the grade that you want to assign to these students.
4. Click **Add this grade to selected student**, and it will add the grade to those students.

Display Options:

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Not Reviewed save

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	Student, Claire	B		GRD	Associate Deg-Non FA Eligible - IT Security	Freshman
<input checked="" type="checkbox"/>	2	Student, Jonny	-		GRD	Technical Certificate - Paramedic	Freshman
<input checked="" type="checkbox"/>	3	Student, Susie	-		GRD	Associate Degree - Radiation Therapy	Freshman

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Select Clear All
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C -< add this grade to selected students

notify selected students
notify all students

SAVE

Step	Action
4.	Select the Approval Action .

Display Options:

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Not Reviewed save

Student Grade	Transcript Note							
ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level		
<input type="checkbox"/> 1	9999006 Student, Claire	B		GRD	Associate Deg-Non PA Eligible - IT Security	Freshman		
<input type="checkbox"/> 2	9999005 Student, Johnny			GRD	Technical Certificate - Paramedic	Freshman		
<input type="checkbox"/> 3	9999004 Student, Susie			GRD	Associate Degree - Radiation Therapy	Freshman		

View All | Download | Rows 1 - 3 of 3

Select All | Clear All | [Printer Friendly Version](#)

<- add this grade to selected students

notify selected students notify all students

SAVE

There are three approval statuses:

Not Reviewed: This indicates that the faculty member has not input any grades on their roster. This is the default status for all grade rosters when generated.

Ready for Review: This status is used when partial grades have been added to the roster or when all grades have been added but the instructor is not ready to indicate that they want the grades posted.

Approved: This should be selected when the faculty member has added all final grades for the class and they approve the grades to be posted to the student's academic history. Once in the approved status the grades will be posted to the student's academic history within 24 hours.

NOTE: Faculty members must remember to put their grade rosters in the Approved status by the end of the grading window in order for those grades to be posted to the students' transcripts. The Registrar's Office will post any blank grades as Not Reported (NR) to the students' transcripts.

If you need to change grades once they are posted, you will need to complete the Grade Change process. If an adjunct is also an employee of the College, they must submit a Help Desk Ticket to change grades. The ability to change grades is open for a year after the class is completed. This will allow faculty the time needed to change "I" grades.

Step	Action
5.	Click Save .

Display Options:

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Not Reviewed save

Student Grade		Transcript Note		[PDF]				
	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	
<input type="checkbox"/>	1	9999006	Student, Claire	B		GRD	Associate Deg-Non FA Eligible - IT Security	Freshman
<input type="checkbox"/>	2	9999005	Student, Jonny	C		GRD	Technical Certificate - Paramedic	Freshman
<input type="checkbox"/>	3	9999004	Student, Susie	C		GRD	Associate Degree - Radiation Therapy	Freshman

View All | [PDF] | Download | [H] [H] Rows 1 - 3 of 3 [H] [H]

Select All Clear All Printer Friendly Version

-< add this grade to selected students

notify selected students notify

SAVE

Step	Action
6.	When you have entered all grades, be sure to set the Approval Status as Approved . Click Save .

Display Options:

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Approved save

Student Grade		Transcript Note		[PDF]				
	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	
<input type="checkbox"/>	1	9999006	Student, Claire	B		GRD	Associate Deg-Non FA Eligible - IT Security	Freshman
<input type="checkbox"/>	2	9999005	Student, Jonny	C		GRD	Technical Certificate - Paramedic	Freshman
<input type="checkbox"/>	3	9999004	Student, Susie	C		GRD	Associate Degree - Radiation Therapy	Freshman

View All | [PDF] | Download | [H] [H] Rows 1 - 3 of 3 [H] [H]

Select All Clear All Printer Friendly Version

notify selected students notify all students

SAVE

The word "Saved" will briefly appear in the upper right-hand corner. To check that the grades have been saved, click on **My Schedule**, click the Grade Roster icon for this class. If you see grades populated in the Grade Roster when you go back into it, you know that the grades have been saved.

Additional Notes about the Grade Roster

Display Unassigned Roster Grade Only: If you want to only display those students to whom you have not assigned a grade, check the "Display Unassigned Roster Grade Only."

Display Options:
 *Grade Roster Type Final Grade
 Display Unassigned Roster Grade Only

Grade Roster Action:
 *Approval Status Not Reviewed [save](#)

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	9999005 Student_Jonny			GRD	Technical Certificate - Paramedic	Freshman
<input type="checkbox"/>	2	9999004 Student_Susie			GRD	Associate Degree - Radiation Therapy	Freshman

View All | Download | Rows 1 - 2 of 2

Select All Clear All [Printer Friendly Version](#)

<- add this grade to selected students

[notify selected students](#) [notify all students](#)

[SAVE](#)

Notify Students: When you click on “notify selected students,” “notify all students,” or click on the student’s name, this allows you to send an email to the student. **It does not notify the student of their grade.**

Display Options:
 *Grade Roster Type Final Grade
 Display Unassigned Roster Grade Only

Grade Roster Action:
 *Approval Status Not Reviewed [save](#)

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	9999005 Student_Jonny			GRD	Technical Certificate - Paramedic	Freshman
<input type="checkbox"/>	2	9999004 Student_Susie			GRD	Associate Degree - Radiation Therapy	Freshman

View All | Download | Rows 1 - 2 of 2

Select All Clear All [Printer Friendly Version](#)

<- add this grade to selected students

[notify selected students](#) [notify all students](#)

[SAVE](#)

View All: If you have more than 20 students, you will want to click View All at the bottom of the grade roster in order to see all of your students.

Display Options:
 *Grade Roster Type Final Grade
 Display Unassigned Roster Grade Only

Grade Roster Action:
 *Approval Status Not Reviewed [save](#)

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	9999006 Student_Claire			GRD	Associate Deg-Non FA Eligible - IT Security	Freshman
<input type="checkbox"/>	2	9999005 Student_Jonny			GRD	Technical Certificate - Paramedic	Freshman
<input type="checkbox"/>	3	9999004 Student_Susie			GRD	Associate Degree - Radiation Therapy	Freshman

View All | Download | Rows 1 - 3 of 3

Select All Clear All [Printer Friendly Version](#)

<- add this grade to selected students

[notify selected students](#) [notify all students](#)

Campus Solutions

Grades for Students Auditing Classes

For students who are auditing your class, the only option that you will see in the roster grade drop down will be X. Please assign a grade of X for that student.

Getting Help for Campus Solutions

1. Go to help.fscj.edu
2. Click **Get Help**.
3. Log in with your User Id and Password.
4. Select the category **My FSCJ**.
5. Select the subcategory **Student Records**.
6. Complete the rest of the form with your status, phone number, a short description, and details of the issue.
7. Click **Submit**.

NOTE: If your class schedule is not correct, those inquiries should go through your department or school.

Campus Solutions Training Website

For training videos and materials on Campus Solutions visit the Campus Solutions training website at <https://training.fscj.edu/cs>. Then, go to the "Faculty" tab.

